

Response Action Contract II (RAC II)

TASK INVENTORY

May 12, 2003

Exhibit 2

TASK INVENTORY

5/12/2003

Task Code	Task Title	Work Area Code	Task Elements
AI	REMEDIAL ACTION/NON-TIME CRITICAL REMOVAL ACTION (SUBPOOL ACTIVITIES)	RA, LR, NA, PC	<p>Implement the remedy by subcontractor(s) at the site in accordance with the design and all subcontract(s) documents (drawings, specifications and plans). Typical activities include:</p> <ul style="list-style-type: none"> o Site specific construction and remedial actions (secure site and establish operations area, including laying out of clean zone, waste/stage handling areas & decon areas o Implementation of remedy in accordance with ROD or EE/CA and Remedial Design Plans and Specifications. o Site specific RA reserve (change orders) (reserve usually 15% of estimated subcontract cost depending on nature of job) [NOTE: This for costs only - no hours should be reflected under this task. Dollars only task.]
AL	ANALYSIS OF REMOVAL ALTERNATIVES	NS	<p>Assess individual removal alternatives against the criteria of effectiveness, implementability and cost, in addition to comparative analysis of options. Recommend and conduct treatability studies at direction of EPA. EPA shall determine the selected removal alternative.</p>
AN	ANALYTICAL SUPPORT AND DATA VALIDATION	RI, RD, RA, CO, LR, NS, PC, RS, RO, RX, VO, ME, OM, PO, PI, PT, RK/RL, AN/AO/AP	<p>Schedule, coordinate, track, and oversee smple analyses and validate analytical data produced. Typical activities include:</p> <ul style="list-style-type: none"> o Collect, prepare, and ship environmental samples in accordance with the Field Sampling Plan (FSP) . The following types of sampling may be required: <ul style="list-style-type: none"> - Field screening - Groundwater sampling - Surface and subsurface soil sampling - Surface water and sediment sampling - Air monitoring and sampling - Biota sampling - Other types of media sampling and screening o Develop Data Quality Objectives (DQO) for each sampling event; these DQOs shall be the determinative factor for assessing the success or failure of the sampling o Request, obtain, and perform oversight of analytical services in compliance with EPA requirements o Coordinate with the EPA Sample Management Office (SMO), the Regional Sample Control Coordinator (RSCC), and/or the Environmental Services Division (ESD) regarding analytical, data validation, and quality assurance issues o Implement the EPA-approved laboratory quality assurance program which provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions o Provide sample management including chain-of custody procedures, information management, sample retention, and 10-year data storage o Perform data validation, the process by which the quality of the data, the defensibility of the data, and the chain of custody are verified. Perform data validation in accordance with Regional guidelines. o Review data for usability for its intended purpose o Provide reports on data validation and usability

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AR	ADMINISTRATIVE RECORD	RI, NS, RS, VO, RM/RN/RT	Produce the Administrative Record. Typical activities include: <ul style="list-style-type: none"> o Attend meeting with EPA Contracting Officer's Representative (COR), Site Attorney, and Administrative Record Coordinator. o Provide assistance in compiling documents comprising of the Administrative Record File in accordance with EPA Regional guidance or other procedures as specified. o Prepare Draft Administrative Record Index in accordance with EPA Regional guidance or other procedures as specified. o Prepare Administrative Record Index. o Coordinate duplication of Administrative Record. o Assemble Administrative Record and Index.
AS	ADMINISTRATIVE SUPPORT	RM/RN/RT	Provide administrative activities during the preparation of the site file and Administrative Record at the direction of the COR.
CD	CHARACTERIZATION AND DISPOSAL OF FIELD GENERATED WASTE	AN/AO/AP	Characterize and dispose wastes generated by sampling activities. Dispose of wastes in accordance with local, state, and Federal regulations.
CO	WORK ASSIGNMENT/TASK ORDER CLOSEOUT	In all Work Areas	Close out Work Assignment/Task Order. Activities include: <ul style="list-style-type: none"> o Return of documents to EPA or other document repositories o File duplication, distribution, and storage o File archiving to meet Federal Records Center requirements o Use of microfiche, microfilm, or other EPA-approved data storage technology o Prepare a Work Assignment/Task Order Close-out Report (WACR) in accordance with Regional guidance or other procedures as specified in the Work Assignment/Task Order. The WACR shall address the circumstances that explain why the final hours/budget is greater than the +/- 10% of the original approved work plan hours/budget.
CP	COMMUNITY INVOLVEMENT PLAN	CR/CS/CT	Prepare and/or update a Community Involvement Plan (CIP). The plan shall include a description of the site and the community, an overview of community involvement to date, community concerns regarding the site, in addition to required and suggested community involvement activities. A list of elected officials, Agency representatives and other key contacts are to be included. Typical activities include: <ul style="list-style-type: none"> o Review existing site information when directed by EPA o Prepare for and conduct interviews in the site community. o Prepare and submit CIP

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CR	COMMUNITY INVOLVEMENT	RI, RD, RA, CO, LR, NS, NA, PC, RS, RO, RX, VO, ME, OM, PO, FE	<p>Prepare and implement the Community Involvement Plan (CIP) for the site. Typical activities include:</p> <ul style="list-style-type: none"> o Conduct community interviews. o Prepare Community Involvement Plan (CIP) o Provide public meeting and/or open house support o Prepare fact sheets, notices and other informational documents o Provide support for Proposed Plan in accordance with "The NCP and EPA Community Involvement in Superfund-A Handbook" (most current version) o Provide public hearing support o Publish Public Notices in local newspapers serving the site community o Maintain public information repositories o Develop and update site mailing list o Provide administrative and technical support for Responsiveness Summary o Prepare presentation materials o Implementation of other Community Involvement activities as identified by the site specific Community Involvement Plan or EPA o Provide technical support to review Community Involvement deliverables and participate in public meetings <p>In addition to above for Work Area NS:</p> <ul style="list-style-type: none"> o Provide support for Engineering Evaluation/Cost Analysis in accordance with Regional requirements
CV	CLEANUP VALIDATION	RA, CO, LR, NA, PC	<p>Provide quality assurance monitoring and documentation that the work being done at the site is in accordance with the design and all subcontract(s) documents (drawings, specifications and plans). Typical activities include:</p> <ul style="list-style-type: none"> o Sampling <ul style="list-style-type: none"> Perform confirmatory sampling and analysis to include sample collection, shipping, analysis, and validation costs o Cleanup Status Report <ul style="list-style-type: none"> Development of a report at the request of the COR that describes the progress of the remedial action based upon sampling and analytical results
DC	DOCUMENT COLLECTION	LS	Produce site documents to support discovery activities.

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DE	DATA EVALUATION	RI, RD, NS, RS, RO, RX, VO, ME, OM, PO, AN/AO/AP, PI, RK/RL	<p>For RS, RO, RX and VO: Compile split sampling data and the discussion of usability of all data. A report summarizing split sample results shall be submitted. The report shall include a discussion of analytical results, a comparison of PRP sampling data with the split samples analyzed by EPA and a discussion of any discrepancies.</p> <p>For remaining Work Areas: Compile analytical and field data. Provide data in format that is compatible with Regional or National electronic data management network. [For RI and NS Work Areas: Data shall be utilized in the preparation of the RI and Risk Assessment Report tables, maps and figures.] Typical activities the include:</p> <ul style="list-style-type: none"> o Data usability evaluation/field QA/QC o Data Reduction and Tabulation o Data trend evaluation and/or modeling and submission of Technical Memorandum <p>For Work Areas RI and NS:</p> <ul style="list-style-type: none"> o Data Reduction and Tabulation. <ul style="list-style-type: none"> - Soil boring and monitoring well logs. - Field sampling data. - Hydrogeological testing data. - Geophysical data (downhole geophysics, survey). - Analytical results. o Environmental Fate and Transport Modeling/Evaluation
DI	DATA ANALYSIS AND INTERPRETATION	PT	<p>Summarize and evaluate the data collected to determine the validity or performance of the treatment process. Typical activities include:</p> <ul style="list-style-type: none"> o Determine quality of data and usability/limitations <ul style="list-style-type: none"> - Assess precision, accuracy and completeness o Data compilation o Statistical analysis

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DR	DOCUMENT REVIEW	NG, FR	<p>For NG: Review and comment on enforcement documents. Typical activities include:</p> <ul style="list-style-type: none"> o Develop or review scopes of work for enforcement documents o Review of PRP submittals at the direction of the EPA COR o Prepare Technical Memorandum <p>For FR: Review documents and site files, at the direction of the EPA COR, to become knowledgeable with the history and status of the site. Review of specific documents include:</p> <ul style="list-style-type: none"> o Record of Decision (ROD) o ROD Summaries o Consent Decrees o Close-out Reports o Operation and Maintenance Manuals and Reports o Groundwater Monitoring Plans o Administrative Record

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DS	POST REMEDIAL DESIGN SUPPORT	RD, NA	<p>Solicit the procurement, evaluate offers received and inform the EPA Contracting Officer of the best qualified/cost effective offer. (Award of the contract will be part of Remedial Action Work Assignment/Task Order.) Specific activities include:</p> <ul style="list-style-type: none"> o Pre-bid (Pre-Solicitation) Activities <ul style="list-style-type: none"> - Duplication and distribution of contract documents - Advertising/soliciting of bids - Issuing addenda - Pre-bid (pre-solicitation) meetings - Resolution of bidder (offeror) inquiries - On-site visits - Compilation of contract documents - Resolicit bids/offers and repackage documents if necessary o Pre-award Activities <ul style="list-style-type: none"> - Receipt of bids (offers) - Determination of responsive, responsible bidders (offerors) - Bid (offer) tabulation - Bid (offer) analysis - Receipt of follow-up items from lowest responsible bidder (offeror) - Review of EEO, MBE requirements, SDB subcontracting plans, etc. - Reference checks - Request for consent from EPA o Preparation of final design fact sheet <p>Before Remedial Action field activities can begin, several site specific plans shall be written or updated by the RA Contractor and may be reviewed by the RD contractor to establish procedures to be followed by the contractor in performing field, laboratory and analysis work in addition to community and agency liaison activities. These plans include:</p> <ul style="list-style-type: none"> o Site Management Plan o Sampling and Analysis Plan o Health and Safety Plan o Construction Quality Assurance Plan o Contingency Plan <p>The existing plans developed for the Remedial Design, amended at the direction of EPA COR, may be used if appropriate.</p>

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EE	ENGINEERING EVALUATION/COST ANALYSIS (EE/CA) REPORT	NS	<p>Prepare findings once data has been evaluated. The task includes all draft and final reports. The EE/CA Report shall include a discussion of the following:</p> <ul style="list-style-type: none"> o Site Characterization <ul style="list-style-type: none"> - Site description - Site background - Analytical data - Site conditions that justify a removal action - Reuse Assessment and Reasonably Anticipated Future Land Uses o Risk Evaluation <ul style="list-style-type: none"> - Human health risks - Ecological risks - Proposed cleanup levels o Identification of Removal Action Objectives <ul style="list-style-type: none"> - Statutory limits on removal actions - Removal action scope - Removal action schedule - Applicable or Relevant and Appropriate Requirements o Identification of Removal Action Alternatives o Analysis of Removal Alternatives <ul style="list-style-type: none"> - Effectiveness - Implementability - Cost o Comparative Analysis o Identification of ARARs o Provide technical assistance in the preparation of the Action Memo (FRAN TO GET BACK) o Evaluation of Post-Removal Site control activities necessary to sustain the integrity of the Removal Action
ER	PRE-DESIGN ENGINEERING REPORT	PI	Prepare findings once data has been evaluated. The report shall provide information regarding the significance of the results relative to the design of the remedy
ES	EQUIPMENT/SERVICES/UTILITIES	RD	Acquire long-lead equipment, services, and/or utilities identified during the preliminary design phase.
ET	EXPERT TECHNICAL ASSISTANCE	TA/TB/TC	<p>Provide expert knowledge to the EPA in a variety of technical areas, including but not limited to: lead, incineration, ground water treatment, non-aqueous phase liquids (NAPL), soil vapor extraction. In addition, real estate, property law, and development expertise may be required. Typical activities include:</p> <ul style="list-style-type: none"> o Attend technical meetings and briefings at the direction of the EPA COR o Provide assistance in the development and/or review of technical information/documentation relating to the site (e.g., application of a specific technology on a specific site) o Counter-terrorism support

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EW	EXPERT WITNESS SUPPORT	LS	Prepare for the provision of expert testimony during litigation. The contractor shall not prepare testimony for expert witnesses who are EPA personnel.
FD	PRE-FINAL/FINAL DESIGN	RD, NA	<p>Prepare the Pre-final/Final design. Specific components may include preparation of the following:</p> <ul style="list-style-type: none"> o Subcontract award document o Pre-final/final design specifications o Pre-final/final drawings and schematics o Pre-final/final Design Criteria Report o Pre-final/final Basis of design report o Pre-final/final Construction Quality Assurance Plan o Draft O&M Manual o Relevant Appendices o Complete RA Solicitation Package o Pre-final/final Revised RA and O&M cost estimates (+15 percent and -5 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action o A pre-final/final design review/briefing for EPA o Bidability (offerability), operability, constructability, claims prevention, and environmental compliance reviews o Revised Project Delivery Strategy o The 100% design submittal shall include the final plans and specifications in reproducible format, final cost estimate and a schedule of the overall Remedial Action

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Task Code	Task Title	Work Area Code	Task Elements
FI	FIELD INVESTIGATION/DATA ACQUISITION	RI, RD, NS, RS, RO, RX, VO, ME, PO, PI, RK/RL	<p>For Work Areas RI, NS and PI: Collect environmental data. Typical activities include:</p> <ul style="list-style-type: none"> o Mobilization/Demobilization o Hydrogeological Assessment <ul style="list-style-type: none"> - Test boring and monitoring well installation and development - Downhole geophysics - Groundwater elevation measurements - Surface water elevation measurements o Soil Boring, Drilling, and Testing o Environmental Sampling <ul style="list-style-type: none"> - Field screening - Groundwater sampling - Surface soil sampling - Soil boring/permeability sampling - Surface water and sediment sampling - Air monitoring - Indoor sampling o Reuse Assessment o Geotechnical Survey o Field generated waste characterization and disposal in accordance with Local, State and Federal Regulations o Site Reconnaissance <ul style="list-style-type: none"> - Ecological resources reconnaissance - Well inventory - Existing well development and establishment of sampling points - Landfill gas emission sampling - Surface geophysical survey - On-Site and residential well sampling - Surface water sampling - Soil Sampling - Sediment sampling - Leachate sampling - Field screening - Tank and drum sampling o Ecological Characterization <ul style="list-style-type: none"> - Wetland and habitat delineation/function and value assessment - Wildlife observations - Benthic reconnaissance/community characterization - Identification of endangered species and others of special concern - Bioassays - Bioaccumulation studies - Biota sampling/population studies

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Task Code	Task Title	Work Area Code	Task Elements
FI	FIELD INVESTIGATION/DATA ACQUISITION (Contd.)		<p>For Work Areas VO, RS and RO: Provide technical field oversight for the purpose of documenting PRP performance of field work. A field logbook shall be kept by the contractor and provided to EPA. Typical activities include the following:</p> <ul style="list-style-type: none"> o Oversight and documentation of PRP field activities when directed by EPA COR o Collection of split samples o Perform sampling/screening/assessment when directed by COR o Preparation of Technical Oversight Reports <p>For Work Area PI:</p> <ul style="list-style-type: none"> o Aquifer Pump Tests <ul style="list-style-type: none"> - Test wells - Observation wells - Pump test water containment <p>For RD and RK/RL: Acquire additional data to support remedial activities. The results of this effort as well as previous studies shall be used to define contaminant levels, other physical/chemical properties, and volume. Typical activities include:</p> <ul style="list-style-type: none"> o Environmental Survey o Mobilization/Demobilization o Test Boring and Monitoring Well Installation and Development o Soil Boring, Drilling, and Testing o Environmental Sampling: <ul style="list-style-type: none"> - groundwater sampling - surface soil sampling - soil boring/permeability sampling - surface water and sediment sampling - air monitoring - biota sampling o Physical/Chemical Testing (for treatment, handling or disposal) o Field generated waste characterization and disposal in accordance with Local, State and Federal Regulations <p>For RO, RX, ME and PO: Provide technical field oversight for the purpose of documenting PRP performance of field work. A field logbook shall be kept by the contractor and provided to EPA. Typical activities include:</p> <ul style="list-style-type: none"> o Oversee and document PRP field sampling activities o Collect samples during RD, RA and LTRA phases o Perform sampling/screening/testing/assessment (COR will list locations, types, and numbers of samples) o Prepare Technical Oversight Reports at the completion of RD sampling, and RA or LTRA cleanup validation activities

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Task Code	Task Title	Work Area Code	Task Elements
FP	FACT SHEET PREPARATION	CR/CS/CT	Prepare and submit fact sheets regarding site activities. The fact sheets may include information regarding the Superfund process, site history, upcoming site activities and opportunities for public involvement in addition to information regarding the results of studies as well as plans for remediation. Provide graphics at the direction of EPA. EPA shall approve Fact Sheets before distribution.
FR	FIVE-YEAR REVIEW REPORT	FR	<p>Prepare draft five-year review report in accordance with the Comprehensive Five-Year Review Guidance issued June 2001. Provide information on how the implemented remedy is protective of human health and the environment (includes all draft and final reports) The report shall include a discussion of the following:</p> <ul style="list-style-type: none"> o Background information including an introduction, statement of objectives and a review of all ARARs o Description of site conditions including a summary of the site visit and a discussion of areas of non-compliance of ARARs o Summary of site visit and any interviews o Summary of findings, including any issues, recommendations, and followup actions o Discussion of community involvement activities, cleanup levels, exposure pathways, and other information relevant to protectiveness o Preparation of review summary including technology recommendations, requirements for recommendation implementation and a statement of protectiveness that is well supported by the document and/or attachments o Summary of requirements to serve as the basis for subsequent five-year reviews, if required.
FS	FS REPORT	RI, RS	<p>For RI: Prepare findings once remedial alternatives have been screened and evaluated. The task includes preparation of all draft and final reports. The Feasibility Study Report shall include a discussion of the following:</p> <ul style="list-style-type: none"> o Feasibility Study Objectives o Remedial Objectives o General Response Actions o Identification and screening of Remedial Technologies o Remedial Alternatives Description o Detailed Analysis of Remedial Alternatives (individual and comparative) o Summary and Conclusions <p>For RS: Review PRP Feasibility Study (FS) report. Perform a technical review and generate comments in the form of a Technical Memorandum.</p>
GS	SITE SECURITY/GUARD SERVICE	SS/ST/SU	<p>Safeguard material and personnel working at the site. Typical activities include:</p> <ul style="list-style-type: none"> o Security services as necessary during field activities o Maintain daily log including a listing of all personnel entering and exiting the site o Comply with OSHA Regulation 29 CFR 1910, Hazardous Waste Operations and Emergency Response

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ID	INTERMEDIATE DESIGN	RD, NA	<p>Prepare the intermediate design. Specific components include the following:</p> <ul style="list-style-type: none"> o Update RA schedule o Intermediate specifications o Intermediate drawings o Intermediate Design Criteria Report o Intermediate Basis of design report o Revised RA and O&M cost estimates (+30 percent and -15 percent accuracy for simple projects and +40 and -20 for complex projects) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action o An intermediate design review/briefing for EPA o Results of Value Engineering (VE) study if VE screening identified potential project savings
II	IDENTIFICATION OF EXISTING INFORMATION	RK/RL	<p>Review and interpret existing information. Typical activities include:</p> <ul style="list-style-type: none"> o Review of existing data o Coordination with COR to develop Data Quality Objectives (DQOs) o Identification of DQOs o Identification of data gaps
IR	INFORMATION REPOSITORIES	CR/CS/CT	<p>Maintain public information repositories. Mail information or visit repositories to ensure site-related information is readily accessible, when directed by EPA.</p>
IS	IDENTIFICATION AND SCREENING OF REMOVAL ALTERNATIVES	NS	<p>Identify and screen removal alternatives appropriate to the purpose and scope of the Non-Time Critical Removal Action, that comply with ARARs to the maximum extent practicable.</p>
ML	SITE MAILING LIST	CR/CS/CT	<p>Develop and update the site mailing list to provide labels as needed by EPA for informational mailings to the community. Mailing lists are to be prepared in accordance with Regional format and content requirements.</p>
MS	MANAGEMENT SUPPORT	RA, CO, LR, NA, PC	<p>Manage and monitor subcontract(s) required to implement the remedial action at the site. Typical activities include:</p> <ul style="list-style-type: none"> o Financial Management <ul style="list-style-type: none"> Review and approve invoices, subcontract modifications, and Work Assignment/Task Order amendments to include direct cost of change orders/financial tracking. Maintain a construction code of accounts and/or work breakdown structure for cost/schedule reporting purposes. o Cost Monitoring <ul style="list-style-type: none"> Weekly and monthly tracking. Analyze progress payments and make recommendations including retaining and deviation from projected rates of expenditure. Monitor subcontractor compliance with Davis-Bacon and related acts requirements. o Engineering Support <ul style="list-style-type: none"> Review field logs, etc. Biweekly/weekly/monthly meetings. o Engineering Support Option <ul style="list-style-type: none"> Supplemental engineering support for field change requests, value engineering change proposals, non-conformance reports issued by resident engineer, and re-design activities.

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NG	NEGOTIATION SUPPORT	NG	Attend and assist in negotiation sessions and meetings. Typical activities include: <ul style="list-style-type: none"> o Attend negotiation sessions and meetings o Provide technical assistance
OM	O&M OVERSIGHT	ME, OM	Assist in the review of documents and activities related to the oversight of PRP LR and oversight of O&M. This assistance is to ensure that the remedy remains protective of human health and the environment, compliant with ARARs, and is performing as designed. Typical activities include: <ul style="list-style-type: none"> o Review of inspection and O&M reports o Review of optimization studies and trend analysis o Attend site visits and inspections as directed by EPA COR o Review proposals to modify operation or remedy o Review proposals to terminate PRP LR or O&M. Note: This task could apply to PRP-lead and State-lead O&M
PA	PROPERTY ACQUISITION	RP/RQ/RR	Assist in the acquisition of real property. Typical activities, once property has been identified, include <ul style="list-style-type: none"> o Land Survey o Obtain title evidence <ul style="list-style-type: none"> - identify owner of the land - identify any encumbrances of record on the property o Obtain land appraisal o Provide technical assistance during land negotiation
PB	PROCUREMENT OF SUBCONTRACT	RA, LR, NA, PC	Solicitation of subcontract(s) required to implement the remedial action at the site. Typical activities include: <ul style="list-style-type: none"> o Pre-bid (Pre-Solicitation) Activities <ul style="list-style-type: none"> Duplication and distribution of contract documents; advertising/soliciting of bids (offers); issuing addenda; pre-bid meetings; resolution of bidder (offeror) inquiries; on-site visits; compilation of contract documents; resolicit bids/offers and repackage documents if necessary o Pre-award/Award Activities <ul style="list-style-type: none"> Receipt of bids (offers); determination of responsive, responsible bidders (offerors); bid (offer) tabulation; bid (offer) analysis; receipt of follow-up items from lowest responsible bidder (offeror); review of EEO, MBE requirements, SDB subcontracting plans, etc.; reference checks; request for consent from EPA; award of subcontract; notice of award. o Post Award Activities <ul style="list-style-type: none"> Post award meetings and preconstruction conference. Review of insurance, bonds, certificates, and documentation required by the specifications, especially permits. Set-up and acceptance of subcontractor schedule of values consistent with measurement and payment section. Establish guidelines for payment of selected items (materials) delivered to site but not yet installed. Review subcontractor activity schedule. o Submittal Review - Notice To Proceed <ul style="list-style-type: none"> Establish procedures for review of submittals. Review subcontractor submittals. Issue Notice To Proceed. o Review Revisions/Addendum to Subcontractor Submittals (optional)

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PC	PROJECT COMPLETION AND CLOSE OUT	RA, CO, LR, NA, PC	<p>Ascertain project completion and close out of the subcontract(s) associated with the remedy at the site. Typical activities include:</p> <ul style="list-style-type: none"> o Demobilization of Subcontractors o Pre-final/final Activities o Consolidation of project needs, pre-final/final inspection and certification, direct final project demobilization and make lockout inspection o Final Payment/Punch List o Resolution/certification that project is built according to plans and specifications. Trial periods, shakedown, test or trial runs/burns. o Submission of as-built drawings o Updating the O&M Manual o Training for state and/or contractor employees who will conduct the O&M o Assist in transfer of project to the state upon the determination that the project is Operational and Functional (O&F) <p>For Work Areas RA, CO and PC:</p> <ul style="list-style-type: none"> o Remedial Action Report o Prepare report in accordance with Close Out Procedures for National Priorities List Sites OSWER Directive 9320.2-09A-P, January 2000 <p>For Work Area NA:</p> <ul style="list-style-type: none"> o After Action Report o Prepare report in accordance with NCP
PD	PRELIMINARY DESIGN	RD, NA	<p>Prepare the preliminary design. Specific components include the following:</p> <ul style="list-style-type: none"> o Recommended project delivery strategy and scheduling, including project acceleration strategies o Preliminary construction schedule o Outline of General Specifications o Preliminary drawings o Design Criteria Report o Basis of design report o Preliminary RA and O&M cost estimates (+50 percent and -30 percent accuracy) prepared through the use of M-CACES Gold Cost Engineering System for Remedial Action o Technical Support to EPA/State/USACE in Land Acquisition o Results of Value Engineering (VE) screening
PE	POST EE/CA SUPPORT	NS	<p>Perform activities subsequent to the Engineering Evaluation/Cost Analysis (EE/CA). Typical activities include:</p> <ul style="list-style-type: none"> o Attend public meetings, briefings, public hearings, technical meetings with PRPs o Provide technical assistance in the preparation of the Responsiveness Summary o Provide technical assistance in the preparation of the Action Memorandum

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PJ	PROJECT PERFORMANCE	RA, LR, NA, PC	<p>Ensure the remedy (for RA and LR) and of the removal (for NA) by the subcontractor(s) at the site is in accordance with the design and all subcontract(s) documents (drawings, specifications and plans). Typical activities include:</p> <ul style="list-style-type: none"> o Conduct prestart-up check-out; review O&M manual; describe and analyze potential operating problems; support training operation and maintenance of O&M staff, including State personnel; advise on conformity to applicable performance and operations requirements; determine cause of failure and develop corrective action report; review record development, laboratory procedures, process system, safety and emergency systems, and warranty files o Evaluate equipment system performance, witness performance tests, gather and test samples <p>For Work Areas RA and LR:</p> <ul style="list-style-type: none"> o (For the one year O&F period and/or a long term response action) Operate and provide appropriate upkeep and maintenance of installed response action construction items including the facilities, equipment, and appropriate institutional controls such as fencing for the site in accordance with the Operation and Maintenance (O&M) Manual and Sampling and Analysis Plan (SAP) for a time period as specified in the Work Assignment/Task Order. o Update the O&M Manual, as appropriate o Conduct Trend Analysis and Optimization Study as directed by EPA COR
PL	PROPOSED PLAN SUPPORT	CR/CS/CT	<p>Coordinate and assist in the preparation and distribution of the draft and final Proposed Plan describing the preferred alternative and other alternatives evaluated in the Feasibility Study. The Plan shall be prepared in accordance with Guide to Preparing Superfund Proposed Plans, Records of Decision, and Other Remedy Selection Decision Documents, OSWER Directive 9200.1-23P, July 1999 (most current version). The plan shall also describe opportunities for involvement in the remedy selection process. Provide graphics at the direction of EPA.</p>
PM	PUBLIC MEETING/PUBLIC HEARING SUPPORT	CR/CS/CT	<p>Prepare for and provide support to the Agency at public informational meetings. Typical activities include:</p> <ul style="list-style-type: none"> o Attend meetings with the EPA COR and Community Involvement Coordinator o Assist in preparation of newspaper notices and placement of the notice in the newspaper o Provide support for meeting logistics o Prepare slides and/or other audio-visual material o Attend public meetings and/or open houses o Provide stenographic support o Prepare draft and final meeting summaries o Prepare presentation materials
PN	PUBLIC NOTICES	CR/CS/CT	<p>Coordinate and publish Public Notices in a local newspaper serving the site community. Public Notices shall be submitted to EPA for review and approval before publication. Copies of Public Notices shall be submitted to EPA for inclusion in the Administrative Record and information repositories.</p>

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Task Code	Task Title	Work Area Code	Task Elements
PP	PROJECT PLANNING AND SUPPORT	In all Work Areas	<p>Perform project initiation and support. Typical activities include:</p> <ul style="list-style-type: none"> o Attend scoping meeting (with RPM to discuss oversight roles for RD/RA Oversight) o Conduct site visit (for RI/FS, RD, NS, RI/FS Oversight, VO, DA TA/TB/TC) o Develop work plan and associated cost estimate <ul style="list-style-type: none"> - Prepare construction cost estimate (RD) - Initiate discussion regarding 6% design limitation (RD) o Negotiate work plan and make necessary revisions as a result of EPA comments and/or negotiated agreements o Provide conflict of interest disclosure o Perform site specific project management (monitor costs, prepare Monthly Progress Report and Invoice) o Manage, track, and report status of site specific equipment o Prepare meeting minutes o Accommodate any external audit or review mechanism that EPA may require o Evaluate existing data, including usability, when directed by EPA o Coordination with local and emergency response teams o Review background documents when directed by EPA o Health and Safety Plan (Prime Contractor) o Attend EPA held training o Submit costs to the Contracting Officer for approval for Work Assignment/Task Order specific Pollution Liability Insurance, if the contractor plans to bill insurance premiums as a direct charge to the Work Assignment/Task Order and there is no contract wide Pollution Liability Insurance. (NOTE: Track and report all costs associated with this sub-task separately and in accordance with the Reports of Work, Attachment B, of this contract.) <p>For Work Areas RA, CO, LR, NA and PC: Prepare or modify the site specific plans required to implement the remedial action at the site. Typical activities include:</p> <ul style="list-style-type: none"> o Update of Site Management Plan o Sampling and Analysis Plan o Construction Quality Assurance Plan o Contingency Plan o Health & Safety Plan (incorporating Subcontractor's Health and Safety Plan(s)) <p>For Work Areas RI/FS, RD, NS and RS</p> <ul style="list-style-type: none"> o Prepare a Sampling and Analysis Plan (SAP) for design activities containing a Field Sampling Plan (FSP) and a Quality Assurance Project Plan (QAPP). (For Work Area RD: reference RI/FS SAP as much as practicable.)
	(Contd. next page)		

TASK INVENTORY

5/12/2003

Task Code	Task Title	Work Area Code	Task Elements
PP	PROJECT PLANNING AND SUPPORT (Contd.)		<p>For Work Area RI/FS:</p> <p>Perform project initiation and support. Typical activities include:</p> <ul style="list-style-type: none"> o Develop a conceptual understanding of the site based on the evaluation of existing data (submit Technical Memorandum) o Identify likely response scenarios and potentially applicable technologies and operable units that may address site problems (submit Technical Memorandum) o Prepare conceptual exposure pathway analysis in accordance with Regional guidelines and OSWER Directives 9285.7-01B, 12/89 (Risk Assessment Guidance for Superfund, Volume I: Human Health Evaluation Manual, Part A.) and 9285.7-01A (Risk Assessment Guidance for Superfund, Volume II: Environmental Evaluation Manual) o Initiate identification of Applicable or Relevant and Appropriate Requirements (ARARs) that may affect remedy selection o Prepare a site specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures and a contingency plan in accordance with 29 CFR 1910.120 (I)(I) and (I)(2) o Develop an EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions to be used in cases where performance does not meet the standards of the program o Develop/review qualifications of the laboratory for the given analytical requirements o Procure, manage, and provide oversight of pool and Team subcontracts for analytical services <p>For Work Area RD:</p> <ul style="list-style-type: none"> o Prepare Site Management Plan (SMP) that provides EPA with a written understanding of how access, security, management responsibilities and field generated waste disposal are to be handled o Prepare a site specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures and a Emergency Response Plan in accordance with 29 CFR 1910.120 (I)(1) and (I)(2). Reference RI/FS HSP as much as practicable. o Prepare a Contingency Plan to protect the local community in the event of an accident or an emergency. o Develop an EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions to be used in cases where performance does not meet the standards of the program. o Develop/review qualifications of the laboratory for the given analytical requirements o Procure, manage, and provide oversight of pool and Team subcontracts for analytical services

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TASK INVENTORY

5/12/2003

Task Code	Task Title	Work Area Code	Task Elements
PP	PROJECT PLANNING SUPPORT (Contd.)		<p>For Work Area NS: Perform project initiation and support. Typical activities include:</p> <ul style="list-style-type: none"> o Develop data summaries when directed by EPA o Compile existing site data and reports o Identify significant data gaps that may limit ability to identify and evaluate removal alternatives o Develop a conceptual understanding of the site based on the evaluation of existing data (submit Technical Memorandum) o Identify likely response scenarios and potentially applicable technologies and operable units that may address site problems (submit Technical Memorandum) o Prepare conceptual exposure pathway analysis in accordance with Regional guidelines and OSWER Directives 9285.7-02B, 12/89 (Risk Assessment Guidance for Superfund, Volume 1: Human Health Evaluation Manual (Part A) Interim Final); 9285.7-01B, 12/91 (Risk Assessment Guidance for Superfund, Volume I: Part B, Development of Risk-Based Preliminary Remediation Goals); 9285.7-01C, 12/91 (Risk Assessment Guidance for Superfund, Volume 1: Human Health Evaluation Manual (Part C, Risk Evaluation of Remedial Alternatives)); 9285.7-47, 12/01 (Risk Assessment Guidance for Superfund (RAGS), Volume 1: Human Health Evaluation Manual (Part D, Standardization Planning, Reporting and Review of Superfund Risk Assessments) Final); and 9285.7-25, 2/97 (Ecological Risk Assessment Guidance for Superfund: Process for Designing and Conduction Ecological Risk Assessment) o Initiate identification of Applicable or Relevant and Appropriate Requirements (ARARs) that may affect selection of removal action o Prepare a site specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures and a contingency plan in accordance with 29 CFR 1910.120 (I)(1) and (I)(2) <p>For Work Area RS:</p> <ul style="list-style-type: none"> o Review background documents when directed by EPA o Prepare a site specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures and a contingency plan in accordance with 29 CFR 1910.120 (I)(1) and (I)(2). The PRP Health and Safety Plan may be adopted by the contractor if appropriate. o Develop an EPA-approved laboratory quality assurance program that provides oversight of in-house and subcontracted laboratories through periodic performance evaluation sample analyses and/or on-site audits of operations and has a system of corrective actions to be used in cases where performance does not meet the standards of the program o Develop/review qualifications of the laboratory for the given analytical requirements o Procure, manage, and provide oversight of pool and Team subcontracts for analytical services o Review PRP Work Plan at direction of EPA COR and submit Technical Memorandum o Prepare Technical Memorandum and schedule for interface of Risk Assessment activities. Address data transfer from PRP; schedule contingencies. <p>For Work Areas RO and RX:</p> <ul style="list-style-type: none"> o Prepare a site specific Health and Safety Plan (HSP) that specifies employee training, protective equipment, medical surveillance requirements, standard operating procedures and a contingency plan in accordance with 29 CFR 1910.120 (I)(1) and (I)(2). The RI/FS Health and Safety Plan may be modified for use by the contractor if appropriate.

TASK INVENTORY

5/12/2003

Task Code	Task Title	Work Area Code	Task Elements
PR	POST RI/FS SUPPORT	RI, RS	<p>Support issuance of the Agency's Record of Decision (ROD)</p> <p>For RI: The final recommendation contained in the ROD shall represent the opinion and recommendation of EPA not that of the contractor. Typical activities include:</p> <ul style="list-style-type: none"> o Attend public meetings, briefings, public hearings, technical meetings with PRPs o Prepare presentation materials o Provide technical assistance in the preparation of the Responsiveness Summary o Provide technical assistance in the preparation of the Proposed Plan and Record of Decision (ROD) o Prepare Feasibility Study Addendum <p>For RS: Typical activities include:</p> <ul style="list-style-type: none"> o Attend technical meetings, public meetings, briefings, public hearings o Provide technical assistance in the preparation of the Record of Decision (ROD) o Review PRP Feasibility Study (FS) Addendum o Provide technical assistance in the preparation of the Responsiveness Summary
RA	RISK ASSESSMENT	RI, NS, RS, VO, RK/RL	<p>Conduct Baseline Human Health and Ecological Risk Assessments. The objective of these assessments are to characterize and quantify where appropriate, the current and potential human health and environmental risks that would prevail if no further remedial action is taken.</p> <p>Risk Assessment must be done in accordance with applicable Agency guidance, directives and procedures.</p>
RC	POST ROD COST ANALYSIS	NG	<p>Perform cost analysis for alternative site actions pursuant to issuance of the ROD. Typical activities may include but are not limited to:</p> <ul style="list-style-type: none"> o Identify the range of specific alternatives that could feasibly occur at the site under the selected remedy and assess the probability that each alternative will be implemented o Estimate the cost of each of the alternatives o Identify the implicit range of uncertainty associated with the cost estimate for each alternative under consideration o Determine the uncertainty regarding the actual extent to which the remedial activity will take place o Determine the probability that legislative requirements or actual operating experience at the Site will cause additional remedial activities to be required in the future o For each potential cost element identified, indicate the point in time at which the cost might be incurred in order that proper discounting can take place o Utilize a decision tree analysis to develop a distribution of net present values of potential cost outcomes o Review proposed redevelopment plan and estimate costs

TASK INVENTORY

5/12/2003

Task Code	Task Title	Work Area Code	Task Elements
RE	REMEDIAL ALTERNATIVES EVALUATION	RI, RS	<p>For RI: Assess individual alternatives against each of the nine evaluation criteria and a comparative analysis of all options against the evaluation criteria. The analysis shall be consistent with the National Contingency Plan (NCP), 40 CFR Part 300 and shall consider the Guidance for Conducting Remedial Investigation and Feasibility Studies under CERCLA (OSWER Directive 9355.3-01), Guide to Developing and Documenting Cost Estimates During the Feasibility Study (OSWER Directive 9355.0-75), and other pertinent OSWER guidance. The analysis will include institutional controls (ICs) to the extent appropriate. EPA will make the determination regarding final selection of the remedial alternative.</p> <p>The nine criteria to be employed in evaluation of remedial alternatives are:</p> <ul style="list-style-type: none"> o Overall protection of human health and the environment o Compliance with ARARs o Long-term effectiveness and permanence o Reduction in toxicity, mobility or volume through treatment o Short-term effectiveness o Implementability - technical and administrative o Cost o State acceptance o Community acceptance <p>For Work Area RS:</p> <p>Review the PRP evaluation of remedial alternatives. Comment whether the PRPs have followed evaluation procedures as outlined in the National Contingency Plan (NCP), 40 CFR Part 300 and the Guidance for Conducting RI/FS under CERCLA (OSWER Directive 9355.3-01). Provide a technical review of the PRP evaluation.</p>

TASK INVENTORY

5/12/2003

Task Code	Task Title	Work Area Code	Task Elements
RI	DETAILED RESIDENT INSPECTION (RESIDENT ENGINEER)	RA, CO, LR, NA, PC	<p>Monitor and document work being done at the site in accordance with the design and all subcontract(s) documents (drawings, specifications and plans) and to assure the implementation of the remedial action at the site is protective of human health and the environment. Typical activities include:</p> <ul style="list-style-type: none"> o Conduct/attend progress meetings o Maintain field logs and daily diaries <p>Provide advice on what is intended by subcontract documents, prepare sketches to reflect field conditions, check construction drawings submitted by construction subcontractors for compliance with design concept, prepare reports on inspections, make final inspection and prepare report. Monitor, update, and report construction progress. Review and recommend time extensions. Coordination with Home Office/ Management Support. Conduct regular Davis Bacon Act interviews on-site. (The COR shall be informed regarding scheduling of such interviews so that he/she may be present on site.)</p> <ul style="list-style-type: none"> o Review and recommend action on value engineering change proposals; review and make recommendations for changes; provide advice on need and cost of proposed change orders, provide assistance in prevention and resolution of subcontractor claims, recommend approval or rejection of construction schedules o Perform field testing, recommend action on health and safety considerations (e.g. site safety plan), monitor quality control procedures
RO	REMEDIAL ACTION OVERSIGHT	RO, RX, PO	<p>Provide technical field oversight of PRP activities to ensure construction takes place in accordance with EPA accepted plans and specifications. The oversight activities shall also include observations regarding the manner in which the Construction Quality Assurance and Health & Safety Plans are implemented. The amount of oversight will be dependent upon the type and complexity of the Remedial Action and is at the discretion of the EPA COR. Maintain a field logbook (including photographs as appropriate) to be provided to EPA. The contractor may provide oversight of O&M or PRP Long-term Responses. Any non-conformance with the ROD, CD, Plans, or other project documents shall be reported to the COR.</p>

TASK INVENTORY

5/12/2003

Task Code	Task Title	Work Area Code	Task Elements
RP	REVIEW OF PRP RD/RA SUBMITTALS	RO, RX, ME, PC	<p>Review PRP RD/RA submittals. Perform a technical review and generate comments in the form of a Technical Memorandum. All final decisions regarding RD/RA submittals by PRPs shall remain the sole responsibility of EPA. Consider the following factors during the review of documents:</p> <ul style="list-style-type: none"> - Technical requirements of the ROD, Consent Decree (CD) (with SOW), and ARARs - Standard professional engineering practices - Applicable statutes, EPA policies, directives and regulations - Spot checking design calculations to assess accuracy and quality of design activities and conformance with results of field data and treatability studies - Examination of planning and construction schedules for meeting project completion goals - Examination of the proposed construction schedule for meeting project completion goals - Operability, Constructability, and Environmental Compliance Reviews <p>Typical documents for review and technical support include but are not limited to the following:</p> <ul style="list-style-type: none"> - Work plans - Basis of Design Report - Design Criteria Report - List of RD Submittals - Remedial Design Packages (Preliminary, Intermediate, Pre-Final, and Final) - Site Management Plan for Remedial Construction - Remedial Action Work Plan - List of Submittals by RA Contractor - O&M Manual - As Built Drawings - PRP Remedial Action Report

TASK INVENTORY
5/12/2003

Task Code	Task Title	Work Area Code	Task Elements
RQ	REVIEW OF PRP REMOVAL SUBMITTALS	VO	<p>Review PRP submittals associated with planning and carrying out the removal action. Perform a technical review and generate comments in the form of a Technical Memorandum. All final decisions regarding PRP submittals shall remain the sole responsibility of EPA. The following factors shall be considered during the review of documents:</p> <ul style="list-style-type: none"> - Technical requirements of the design - Standard professional engineering practices - Applicable statutes, EPA policies, directives and regulations - Spot checking design calculations to assess accuracy and quality of design activities - Examination of planning and construction schedules for meeting project completion goals <p>Typical documents the contractor may be tasked to review include but are not limited to the following:</p> <ul style="list-style-type: none"> - Work plans - Designs (Preliminary, Intermediate, Pre-Final, and Final) - Site Management Plan for Construction - Action Work Plan - O&M Plan - As Built Drawings - After Action Report

TASK INVENTORY

5/12/2003

Task Code	Task Title	Work Area Code	Task Elements
RR	REMEDIAL INVESTIGATION REPORT	RI, RS	<p>For Work Area RI: Prepare findings once data has been evaluated. The RI shall provide information to assess risks to human health and the environment and to support the development, evaluation and selection of appropriate response alternatives. The task includes all draft and final reports. The RI report shall be written in accordance with "Guidance for Conducting Remedial Investigations/Feasibility Studies under CERCLA," OSWER Directive 9355.3-01, October 1988, Interim Final (or latest revision) and "Guidance for Data Usability in Risk Assessment," (EPA/540/G-90/008), September 1990 (or latest revision).</p> <p>The RI report shall include a discussion of the following:</p> <ul style="list-style-type: none"> o Site Background o Investigation <ul style="list-style-type: none"> - Field Investigation and technical approach - Chemical analyses and analytical methods - Field methodologies (biological, surface water, sediment, soil boring, soil sampling, monitoring well installation, groundwater sampling, hydrogeological assessment) o Site Characteristics <ul style="list-style-type: none"> - Geology - Hydrogeology - Meteorology - Demographics and land use - Reuse assessment - Ecological assessment o Nature and Extent of Contamination <ul style="list-style-type: none"> - Contaminant sources - Contaminant distribution and trends o Fate and Transport <ul style="list-style-type: none"> - Contaminant characteristics - Transport processes - Contaminant migration trends o Risk assessment o Summary and Conclusions <p>For Work Area RS: Review PRP Remedial Investigation (RI) reports. Perform a technical review and generate comments in the form of a Technical Memorandum. Identify data gaps that may be important for the Human Health and Ecological Risk Assessments and the Feasibility Study</p>

TASK INVENTORY

5/12/2003

Task Code	Task Title	Work Area Code	Task Elements
RS	REMEDIAL ALTERNATIVES SCREENING	RI, RS	<p>For Work Area RI: Develop appropriate remedial alternatives to undergo full evaluation. The alternatives are to encompass a range including innovative treatment technologies consistent with the regulations outlined in the National Contingency Plan (NCP), 40 CFR Part 300 and applicable Agency guidance, procedures and directives. The analysis will include institutional controls (ICs) to the extent appropriate. Typical activities include:</p> <ul style="list-style-type: none"> o Establish remedial action objectives o Establish general response actions o Identify and screen applicable remedial technologies o Develop remedial alternatives in accordance with Section 300.430(e) of the NCP (1990) o Screen remedial alternatives for effectiveness, implementability and cost o Prepare Technical Memorandum <p>For Work Area RS: Review the PRP identification and screening of technologies and alternatives for technical adequacy. This review shall include the identification of technologies considered feasible but not addressed by the PRP. Review and comment whether the PRPs have followed screening procedures outlined in the NCP, 40 CFR part 300 and applicable Agency guidance, procedures and directives.</p>
RV	REUSE PLANNING	RD, RA, LR, PC, RO, RX, ME, OM, PO	Assist in the review and evaluation of reuse plans and redevelopment plans submitted to ensure long term protectiveness of the remedy.

TASK INVENTORY

5/12/2003

Task Code	Task Title	Work Area Code	Task Elements
SA	INTEGRATED SAMPLING/INVESTIGATION SUPPORT	SA/SB	<p>Provide support for the current screening level SI (see section 2.1 of Guidance for Performing Site Inspection Under CERCLA, OSWER Directive 9345.1-05, September 1992) and any removal sampling activities not already addressed. Activities performed pursuant to this task will occur when a remedial action is warranted and the site appears that it will be placed on the NPL. Typical activities include:</p> <ul style="list-style-type: none"> o Performing integrated SI/removal assessment sampling with the following emphasis: <ul style="list-style-type: none"> <u>Remedial SI Emphasis</u> <ul style="list-style-type: none"> - Attribution to the site - Background samples - Ground water samples - Grab samples from residential soils - Surface water sediment samples - HRS factors related to surface water sample locations - Strategic sampling for the HRS - Use of routine analytical services (RAS) and Quick Turnaround Methods (QTM) available via the EPA Contract Laboratory Program (CLP) [Analytical services must be suitable for NPL listing purposes and data should be include the appropriate reporting requirements to allow for data validation at a later date if required] - Full screening organic and inorganic analyses - Definitive analyses - Documentation including targets and receptors - Computing HRS scores - Standardized reports <u>Removal Assessment Emphasis</u> <ul style="list-style-type: none"> - Sampling from containers - Physical characteristics of wastes - Treatability and other engineering concerns - Composite and grid sampling needs - Rapid turnaround on analytical services - Field/screening analyses - PRP-lead removal actions - Goal of characterizing site (e.g., defining extent of contamination) - Focus on NCP removal action criteria o Provide a SI/removal assessment sampling report including a description of the analytical data quality procedures utilized to ensure collection of data needed for HRS observed releases. o Complete a HRS screening using PREScore (if not already done as part of previous site evaluation) and report the draft score to the Region prior to proceeding with the formal HRS package. o Upon Regional approval, preparing a draft HRS Package (including Site Summary, computerized HRS Score Sheets, Documentation Record, Figures, Maps, and References). o Respond to comments from the Region, EPA-Headquarters, and the Headquarters HRS Quality Assurance Contractor, and finalizing the formal HRS Package.

TASK INVENTORY

5/12/2003

Task Code	Task Title	Work Area Code	Task Elements
SD	INITIAL SITE DISCOVERY/SCREENING SUPPORT	SA/SD	<p>Provide support during initial site discovery and screening. Typical activities may include:</p> <ul style="list-style-type: none"> o Review EPA Form 9200-1, "Incident Notification Report" to become familiar with the project o Provide technical support to EPA in its review of potential options for the project which include: no action, defer to other authority, emergency response, removal preliminary assessment, remedial preliminary assessment, or an integrated preliminary assessment o Perform a site visit which may include the collection of the following data elements: <ul style="list-style-type: none"> - Current human exposure identification (option - determine the presence of multiple sources of risk and cumulative risk associated with the site and nearby sites) - Source identification including locations, sizes and volumes - Information on hazardous substances which are present - Labels on drums and/or containers - Containment evaluation - Evidence of releases - Location of wells on-site and in the immediate vicinity of the site - Runoff channels or pathways - Location of site or sources relative to surface water - Nearby wetlands evaluation - Nearby land uses - Distance measurements or estimates for wells, land uses, surface water and wetlands - Public accessibility to the site - Blowing soils and air contaminants - Photo documentation of site conditions - Site sketches - Petroleum release - Fire/explosion threats - Urgency for need for response actions - Response and treatment technology evaluation - Pathway analysis - Perform environmental, media, waste and/or biota sampling (optional) - Perimeter survey - Number of people within 200 feet - Sensitive environments/species determination o Initiate and document a file search which may include: <ul style="list-style-type: none"> - Regulatory program files (e.g., RCRA, Water, State, County, etc.) - Site access information and property ownership - Site history and industrial processes - Substances used at the site - Past releases (substances, locations, and impacts) - Latitude and longitude - Topographic maps - Initiate collection of information related to delineation of potentially responsible parties - Treatment technology review - Sensitive environments along a 15-mile surface water pathway - Size of wetlands - Preliminary HRS score/PREscore

TASK INVENTORY
5/12/2003

Task Code	Task Title	Work Area Code	Task Elements
SD	INITIAL SITE DISCOVERY/SCREENING SUPPORT (Contd.)	SA/SD	<ul style="list-style-type: none"> o Review file search and site visit data and report results of this analysis to EPA o Collect any information needed to complete a remedial site assessment (Preliminary Assessment) that was not part of the initial file search of site visit including: <ul style="list-style-type: none"> - Population within 1 and 4 miles - All private and municipal wells within 4 miles - Depth to groundwater - Local or regional geology and climate - Distance to surface water measured - Fisheries along a 15 mile surface water migration pathway - Sensitive environments along a 15-mile surface water pathway - Size of the wetlands - Preliminary HRS score/PREscore <p>Conduct all preliminary assessments in accordance with "Guidance of Performing Preliminary Assessments under CERCLA," OSWER Directive 9345.01-01A, September 1991, or latest revision</p>
SI	SITE INSPECTION/TECHNOLOGY REVIEW	FR	Conduct a management system review and technical compliance evaluation of specific elements of the Action required to protect human health and the environment. The scope of the site inspection shall include all components of the source control/groundwater remediation to determine whether each element of the ROD(s) has been implemented and whether each component of the remedy is operating in accordance with its intended function.
SM	SITE MAINTENANCE	SS/ST/SU	Provide site maintenance.
SN	SAMPLE ANALYSIS	RI, RD, NS, RS, RO, RX, VO, ME, PO, AN/AO/AP, PI, PT, RK/RL, LT	<p>Analyze environmental and waste samples. The contractor may utilize or be directed to utilize a variety of mechanisms to implement this task including: field screening using mobile facilities or field portable equipment, the Contract Laboratory Program (CLP), laboratories procured under subpool or Team subcontracts, the Regional Environmental Services Division (ESD), the Environmental Response Team (ERT) laboratory, or Regionally procured laboratories.</p> <p>This task consists exclusively of performance of sample analyses and production of analytical data. [NOTE: Covers work done by Lab only - no hours should be reflected under this task. Dollars only task.]</p>
SO	SITE FILE ORGANIZATION	RM/RN/RT	<p>Organize site files. Typical activities include:</p> <ul style="list-style-type: none"> o Collect all site files o Organize documents according to Regional file structure in accordance with Regional guidance or other procedures as specified in the Work Assignment/Task Order
SR	STANDARDS (ARAR) REVIEW	FR	Review of ARARs in the ROD(s) and the ROD Summary(s), and a review of Federal, State or Local regulations related to public health or the environment, promulgated subsequent to the ROD, for changes in standards.

TASK INVENTORY

5/12/2003

Task Code	Task Title	Work Area Code	Task Elements
SS	SITE SPECIFIC ACTIVITIES	PA, SI, HR	<p>Each of these tasks includes all activities related to a single site. Each site will be assigned a consecutively numbered task. Typical activities include but are not limited to the following:</p> <ul style="list-style-type: none"> o Conduct site specific project planning o Assist in determining CERCLA eligibility and collection of background information o Prepare site specific work plans o Conduct field work activities including obtaining site access, on-site/off-site reconnaissance and preparation of trip report and other follow-up activities o Provide invoice addendums to allocate costs site specifically o Prepare draft and revised HRS score for EPA review and determination of final HRS score <p>For Work Area SI:</p> <ul style="list-style-type: none"> o Conduct field work activities <ul style="list-style-type: none"> - conduct sampling visit - validate sampling data - dispose of Investigation Derived Wastes o Prepare site specific plans including: <ul style="list-style-type: none"> - Health and Safety Plan (HSP) - Sampling Plan - SAP Sampler - Investigation Derived Wastes (IDW) Plan o Prepare draft and final SI report <p>For Work Area HR:</p> <ul style="list-style-type: none"> o Prepare summary report or data gap memo o Prepare HRS documentation record
SU	RESPONSIVENESS SUMMARY SUPPORT	CR/CS/CT	Perform administrative and technical support for the Responsiveness Summary. Provide assistance in compiling and summarizing comments received during the public comment period on the Proposed Plan.
SV	SITE VISITS/INTERVIEWS	FR	Interview, where appropriate, previous site staff/management, nearest residents to the site, Potentially Responsible Parties (PRPs), State and Local Government personnel, facility operating staff, O&M contractors, or other personnel associated with the selection and implementation of the Action.

TASK INVENTORY

5/12/2003

Task Code	Task Title	Work Area Code	Task Elements
TA	TECHNICAL ASSISTANCE	LS, DA	<p>For Work Area LS: Provide technical assistance during litigation. Typical activities include:</p> <ul style="list-style-type: none"> o Review of documents o Assist in preparation of affidavits o Preparation and attendance at meetings o Technical support at meetings with PRPs <p>For Work Area DA: Provide technical assistance to the COR during design activities. Typical activities include:</p> <ul style="list-style-type: none"> o Attend technical meetings, briefings at direction of EPA o Provide assistance in the development and/or review of design packages o Conduct and/or assist in Value Engineering (VE) screening o Conduct and/or assist in VE study if VE screening identified potential project savings o Report results of VE study o Conduct and/or assist in the technical analysis of Value Engineering change proposals (VECPs) o Provide community Involvement support o Provide technical assistance in the development of the bid package
TM	TECHNICAL MEETING SUPPORT	RO, RX, VO, ME, OM, PO	Attend and document technical meetings with EPA, the PRPs, the PRP contractor and the State Agency.
TP	TREATABILITY STUDY/PILOT TEST REPORT	PT	<p>Prepare all draft and final reports documenting findings. The report shall include a discussion of the following:</p> <ul style="list-style-type: none"> o Introduction <ul style="list-style-type: none"> - Site description - Waste stream description - Technology description - Previous treatability studies at the site o Conclusions and Recommendations o Treatability Study Approach <ul style="list-style-type: none"> - Test objectives and rationale - Experimental design and procedures - Equipment and materials - Sampling and analysis - Data management - Deviations from the Work Plan o Results <ul style="list-style-type: none"> - Data analysis and interpretation - Quality assurance/quality control o Summary and Conclusions

TASK INVENTORY

5/12/2003

Task Code	Task Title	Work Area Code	Task Elements
TT	TREATABILITY STUDY/PILOT TESTING	RI, RD, RS, PI, PT	<p>For Work Areas RI, RD, PI, PT Conduct of laboratory screening, bench-scale and pilot-scale treatability studies to determine the suitability of remedial technologies or alternatives to site conditions and problems. Typical activities include:</p> <ul style="list-style-type: none"> o Provide test facility and equipment o Test and operate equipment o Retrieve sample for testing (Not for Work Area PT) o Prepare Technical Memorandum (Not for Work Area PT) o Characterization and disposal of residuals in accordance with Local, State and Federal Regulations (Not for Work Area PT) <p>For Work Area RS Provide technical oversight of PRP Treatability Study/Pilot Testing. The activities include:</p> <ul style="list-style-type: none"> o Review of PRP work plan for Treatability Study/Pilot Test o Split Sampling o Oversight of Treatability Study/Pilot Test activities o Preparation of Technical Memorandum
VO	REMOVAL OVERSIGHT	VO	<p>Provide technical field oversight of PRP activities to ensure removal takes place in accordance with EPA accepted plans and specifications. The oversight activities shall also include observations regarding the manner in which the Quality Assurance and Health & Safety Plans are implemented. The amount of oversight will be dependent upon the type and complexity of the Action and is at the discretion of the EPA COR. Maintain a field logbook (including photographs as appropriate) which shall be provided to EPA. Provide oversight of O&M or Long-term Response Actions performed by PRPs.</p>

TASK INVENTORY

Work Area Categories and Codes

Fund-Lead Site Specific Work Areas	
Work Area (in WBS)	Work Area Code
Remedial Investigation/Feasibility Study	RI
Remedial Design	RD
Remedial Action	RA
Construction Support	CO
Long-Term Response Action	LR
Non-Time-Critical Removal Support (EE/CAs)	NS
Non-Time-Critical Removal Action	NA
Post-Construction Remedial Action	PC

Enforcement Support Site Specific Work Areas	
Work Area (in WBS)	Work Area Code
RI/FS Oversight	RS
Negotiation Support	NG
RD Oversight	RO
RA Oversight	RX
Removal Oversight	VO
Long Term Response Oversight	ME
O&M Support	OM
Litigation Support	LS
Post-Construction RA Oversight	PO

Other Technical Assistance Site Specific Work Areas	
Work Area (in WBS)	Work Area Code
Community Involvement	CR/CS/CT
Sampling and Analytical Support	AN/AO/AP
Pre-Design Investigation	PI
Treatability Study/Pilot Testing	PT
Risk Assessment	RK/RL
Preliminary Assessment for Site Assessment	PA
Site Inspection for Site Assessment	SI
HRS Package Preparation for Site Assessment	HR
Site Security and Maintenance	SS/ST/SU
Design Assistance	DA
Five Year Review	FR
Records Management and Administrative Support	RM/RN/RT
Real Property Acquisition Support	RP/RQ/RR
Technical Assistance	TATB/TC
Integrated Site Assessment/Investigation	SA/SB

Coding definitions for WBS and/or Task Inventory:

Work Area Code: Unique Code to a specific Work Area as defined in the Work Breakdown Structure (WBS)

Task Code: Code unique to a Task Title within a specified Work Area Code as identified in the WBS.

Action Code: Code providing unique link between CERCLIS and IFMS. Positions 31-32 of the Account Number.

TASK INVENTORY – TASK CODES

CODE	DESCRIPTION
AI	REMEDIAL ACTION IMPLEMENTATION (SUBPOOL ACTIVITIES)
AL	ANALYSIS OF REMOVAL ALTERNATIVES
AN	ANALYTICAL SUPPORT AND DATA VALIDATION
AR	ADMINISTRATIVE RECORD
AS	ADMINISTRATIVE SUPPORT
CD	CHARACTERIZATION AND DISPOSAL OF FIELD GENERATED WASTE
CO	WORK ASSIGNMENT/TASK ORDER CLOSEOUT
CP	COMMUNITY RELATIONS PLAN
CR	COMMUNITY RELATIONS
CV	CLEANUP VALIDATION
DC	DOCUMENT COLLECTION
DE	DATA EVALUATION
DI	DATA ANALYSIS AND INTERPRETATION
DR	DOCUMENT REVIEW
DS	POST REMEDIAL DESIGN SUPPORT
EE	ENGINEERING EVALUATION/COST ANALYSIS (EE/CA) REPORT
ER	PRE-DESIGN ENGINEERING REPORT
ES	EQUIPMENT/SERVICES/UTILITIES
ET	EXPERT TECHNICAL ASSISTANCE
EW	EXPERT WITNESS SUPPORT
FD	PRE-FINAL/FINAL DESIGN
FI	FIELD INVESTIGATION/DATA ACQUISITION
FM	FILE MAINTENANCE AND DISPOSITION
FN	PREPARATION OF FINAL REPORTS
FP	FACT SHEET PREPARATION
FR	FIVE-YEAR REVIEW REPORT
FS	FS REPORT
GS	SITE SECURITY/GUARD SERVICES

CODE	DESCRIPTION
ID	INTERMEDIATE DESIGN
II	IDENTIFICATION OF EXISTING INFORMATION
IR	INFORMATION REPOSITORIES
IS	IDENTIFICATION AND SCREENING OF REMOVAL ALTERNATIVES
ML	SITE MAILING LIST
MS	MANAGEMENT SUPPORT
NG	NEGOTIATION SUPPORT
OM	O&M OVERSIGHT
PA	PROPERTY ACQUISITION
PB	PROCUREMENT OF SUBCONTRACT
PC	PROJECT COMPLETION AND CLOSE OUT
PD	PRELIMINARY DESIGN
PE	POST EE/CA SUPPORT
PJ	PROJECT PERFORMANCE
PL	PROPOSED PLAN SUPPORT
PM	PUBLIC MEETING/PUBLIC HEARING SUPPORT
PN	PUBLIC NOTICES
PP	PROJECT PLANNING AND SUPPORT
PR	POST RI/FS SUPPORT
RA	RISK ASSESSMENT
RC	POST ROD COST ANALYSIS
RE	REMEDIAL ALTERNATIVES EVALUATION
RI	DETAILED RESIDENT INSPECTION (RESIDENT ENGINEER)
RO	REMEDIAL ACTION OVERSIGHT
RP	REVIEW OF PRP RD/RA SUBMITTALS
RQ	REVIEW OF PRP REMOVAL SUBMITTALS
RR	REMEDIAL INVESTIGATION REPORT
RS	REMEDIAL ALTERNATIVES SCREENING
RV	REFUSE PLANNING

CODE	DESCRIPTION
SA	INTEGRATED SAMPLING/INVESTIGATION SUPPORT
SD	INITIAL SITE DISCOVERY/SCREENING SUPPORT
SI	SITE INSPECTION/TECHNOLOGY REVIEW
SM	SITE MAINTENANCE
SN	SAMPLE ANALYSIS
SO	SITE FILE ORGANIZATION
SR	STANDARDS (ARAR) REVIEW
SS	SITE SPECIFIC ACTIVITIES
SU	RESPONSIVENESS SUMMARY SUPPORT
SV	SITE VISITS/INTERVIEWS
TA	TECHNICAL ASSISTANCE
TM	TECHNICAL MEETING SUPPORT
TP	TREATABILITY STUDY/PILOT TEST REPORT
TT	TREATABILITY STUDY/PILOT TESTING
VO	REMOVAL OVERSIGHT